



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
ATO Central Service Center**

**ORDER
NUMBER
JOC 7100.3**

Effective Date:
December 11, 2006

SUBJ: PUBLISHED PROCEDURE DEVELOPMENT

1. **PURPOSE.** This order prescribes procedures for processing published procedure development in the Central Service Area and associated airspace.
2. **DISTRIBUTION.** This order is distributed to group level in the Air Traffic Organization (ATO), to air route traffic control center (ARTCC) and airport traffic control tower (ATCT) facilities in the Central Service Area and the Fort Worth Flight Procedures Office (FTW FPO).
3. **CANCELLATION.** This order cancels Order SW 7100.3; Published Procedure Development dated January 15, 2003.
4. **EFFECTIVE DATE.** December 11, 2006
5. **BACKGROUND.** This order incorporates and expands Order SW 7100.3 to comply with the ATO reorganization and Safety Management System requirements. This order will ensure compliance in the consolidated geographical area and standardize procedures for System Support Group in the Central Service Area.
6. **EXPLANATION OF CHANGES.** This order has been revised and updated to reflect the air traffic reorganization and office title changes. References to an Office of Primary Responsibility (OPR) have been deleted. The OPR resides entirely with System Support Group. References to current orders have been updated, Safety Management System requirements added, appendixes updated and minor editorial changes incorporated.
7. **RELATED PUBLICATIONS.**
 - a. Order 1050.1, Environmental Impacts: Policies and Procedures
 - b. Order 1100.161, Air Traffic Safety Oversight
 - c. Order 5050.4, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions
 - d. Order 7100.9, Standard Terminal Arrival (STAR)
 - e. Order 7100.10, Air Traffic Satellite Navigation Implementation Plan (SATNAV)
 - f. Order 7110.79, Charted Visual Flight Procedures (CVFP)

- g. Order 7210.3, Facility Operation and Administration
- h. Order 7400.2, Procedures for Handling Airspace Matters
- i. Order 7910.4, Airport Diagrams (APDG)
- j. Order 7910.5, Aeronautical Charting Forum
- k. Order 8260.3, Terminal Instrument Procedures, (TERPS)
- l. Order 8260.43, Flight Procedure Management Program
- m. Order 8260.44, Civil Use of Area Navigation (RNAV) Departure Procedures (DP)
- n. Order 8260.45, Terminal Arrival Area (TAA) Design Criteria
- o. Order 8260.46, Departure Procedure (DP) Program
- p. Order 8260.47, Barometric Vertical Navigation (VNAV) Instrument Procedure Development
- q. FAA Safety Management System Manual

8. PROCEDURES.

a. **Departure Procedures (DP) and/or Area Navigation Departure Procedures (RNAV DP).** – DP's are normally requested by the air traffic control (ATC) facility responsible for departure control at the airport where the procedure is proposed. Requests for DP's and/or RNAV DP's development must be processed in accordance with Order 1050.1, Order 1100.161, Order 5050.4, Order 7400.2, Order 8260.3, Order 8260.44, Order 8260.46, and/or FAA Safety Management System Manual.

- (1) The ATC facilities developing and/or processing the DP must:
 - (a) Coordinate with all associated ATC facilities, Planning and Requirements Group, Business Services Group, customers, and/or interested parties as appropriate.
 - (b) Resolve differences as appropriate.
 - (c) Record all necessary ATC field facility actions and/or coordination on the DP and/or RNAV DP Checklist, Appendix 1.
 - (d) Conduct a noise assessment utilizing the Noise Integrated Routing System (NIRS) Screening Tool (NST).

(e) Complete the Air Traffic Initial Environmental Review Checklist, Order 7400.2, Appendix 5.

(f) Complete a Safety Risk Management Assessment and prepare a Safety Risk Management Document (SRMD), FAA Safety Management System Manual.

(g) Draw the DP and/or RNAV DP on a Sectional Chart (include altitudes).

(h) Submit the DP and/or RNAV DP package and a copy of the recorded ATC facility actions and/or coordination to the System Support Group.

(i) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published as requested.

(j) Track procedure as necessary until published as requested.

(2) System Support Group must:

(a) Review the DP and/or RNAV DP package to assure that it is complete, correct and/or accurate.

(b) Assure that coordination has been effected with all associated ATC facilities, Planning and Requirements Group, Regional Airspace Procedures Team (RAPT), Business Services Group, Safety Assurance Group, other Service Centers (if required), customers and/or interested parties as appropriate.

(c) Assure that differences have been resolved.

(d) Record all necessary System Support Group actions, approvals and/or coordination on the DP and/or RNAV DP Checklist.

(e) Submit the DP and/or RNAV DP package to FTW FPO/Aviation Systems Standards (AVN) and/or Aeronautical Information Management Group, as appropriate.

(f) Retain the original recorded System Support Group actions and/or coordination at least until the procedure is published as requested.

(g) Track procedure as necessary until published as requested.

b. Standard Terminal Arrivals (STAR) and/or Area Navigation Standard Terminal Arrivals (RNAV STAR). – STAR's are normally requested by the responsible ARTCC servicing the terminal area approach control for the area/airport(s) affected or terminal radar approach control facility. Requests for STAR and/or RNAV STAR development must be processed in accordance with Order 1050.1, Order 1100.161, Order 5050.4, Order 7400.2, Order 7100.9, Order 8260.3 and/or FAA Safety Management System Manual.

- (1) The ATC facility developing and/or processing the STAR must:
 - (a) Coordinate with all associated ATC facilities, Planning and Requirements Group, Business Services Group, customers and/or interested parties as appropriate.
 - (b) Resolve differences as appropriate.
 - (c) Record all necessary ATC field facility actions and/or coordination on the STAR and/or RNAV STAR Checklist, Appendix 2.
 - (d) Conduct a noise assessment utilizing the NIRS Screening Tool (NST).
 - (e) Complete the Air Traffic Initial Environmental and Review Checklist, Order 7400.2, Appendix 5.
 - (f) Complete a Safety Risk Management Assessment and prepare a Safety Risk Management Document (SRMD), FAA Safety Management System Manual.
 - (g) Draw the STAR and/or RNAV STAR on a Sectional Chart (include altitudes).
 - (h) Submit the STAR and or RNAV STAR package and a copy of the recorded ATC facility actions and/or coordination to System Support Group.
 - (i) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published as requested.
 - (j) Track procedure as necessary until published as requested.
- (2) System Support Group must:
 - (a) Review the STAR and/or RNAV STAR package to assure that it is complete, correct and/or accurate.
 - (b) Assure that coordination has been effected with all associated ATC facilities, Planning and Requirements Group, Regional Airspace Procedures Team (RAPT), Business Services Group, Safety Assurance Group, other Service Centers (if needed), customers and/or interested parties as appropriate.
 - (c) Assure that differences have been resolved.
 - (d) Record all necessary System Support Group actions, approvals and/or coordination on the STAR and/or RNAV STAR Checklist, Appendix 2.
 - (e) Submit the STAR and/or RNAV STAR package to FTW FPO/AVN and/or Aeronautical Information Management Group, as appropriate.

(f) Retain the original recorded System Support Group actions and/or coordination at least until the procedure is published as requested.

(g) Track procedure as necessary until published as requested.

c. Standard Instrument Approach Procedures (SIAP), Area Navigation (RNAV) Standard Instrument Approach Procedures (SIAP), Satellite Navigation (SATNAV) Standard Instrument Approach Procedures (SIAP), Charted Visual Flight Procedures (CVFP). - Requests for SIAP, RNAV SIAP, SATNAV SIAP and/or CVFP development must be processed in accordance with Order 1050.1, Order 1100.161, Order 5050.4, Order 7110.79, Order 7400.2, Order 7910.4, Order 8260.3, Order 8260.45, Order 8260.47, and/or FAA Safety Management System Manual.

(1) The ATC facility developing and/or processing the above procedure(s) must:

(a) Coordinate with all associated ATC facilities, Planning and Requirements Group, Business Services Group, airport operators, customers, and/or interested parties as appropriate.

(b) Resolve differences as appropriate.

(c) Record all necessary ATC field facility actions and/or coordination on the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVAP Checklist, Appendix 3.

(d) Complete a Safety Risk Management Assessment and prepare a Safety Risk Management Document (SRMD), FAA Safety Management System Manual.

(e) Submit the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP package and a copy of the recorded ATC facility actions and/or coordination to System Support Group.

(f) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published as requested.

(g) Track procedure as necessary until published as requested.

(2) System Support Group must:

(a) Review the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVAP package to assure that it is complete, correct and/or accurate.

(b) Assure that coordination has been effected with all associated ATC facilities, Planning and Requirements Group, Regional Airspace Procedures Team (RAPT), Business Services Group, Safety Assurance Group, other Service Centers (if needed), customers, and/or interested parties as appropriate.

(c) Assure that differences have been resolved.

(d) Record all necessary System Support Group actions, approvals, and/or coordination on the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVAP Checklist, Appendix 3.

(e) Submit the SIAP, RNAV SIAP, SATNAV SIAP, and/or CVFP package to FTW FPO/AVN and/or Aeronautical Information Management Group, as appropriate.

(f) Retain the original recorded System Support Group actions and/or coordination at least until the procedure is published as requested.

(g) Track procedure as necessary until published as requested.

d. Airport Diagrams (APDG). - Requests for APDG development must be processed in accordance with Order 7910.4.

(1) The ATC facility developing and/or processing an APDG must:

(a) Coordinate with all associated ATC facilities, airport operators, customers and/or interested parties as appropriate.

(b) Resolve differences as appropriate.

(c) Record all necessary ATC field facility actions and/or coordination on the APDG and/or AFD Checklist, Appendix 4.

(d) Submit the APDG package and a copy of the recorded ATC facility actions and/or coordination to System Support Group.

(e) Retain the original recorded ATC facility actions and/or coordination at least until the APDG is published as requested.

(f) Track information as necessary until published as requested.

(2) System Support Group must:

(a) Review the APDG package to assure that it is complete, correct, and/or accurate.

(b) Assure that coordination has been effected with all associated ATC facilities, airport operators, customers, and/or interested parties as appropriate.

(c) Assure that differences have been resolved.

(d) Record all necessary System Support Group actions and/or coordination on the APDG and/or AFD Checklist, Appendix 4.

- (e) Submit the APDG package to Aeronautical Information Management Group.
- (f) Retain the original recorded System Support Group actions and/or coordination at least until the APDG is published as requested.
- (g) Track information as necessary until published as requested.

c. Airport/Facility Directory (AFD). Requests for AFD information development must be processed as follows:

- (1) The ATC facility developing and/or processing AFD information must:
 - (a) Coordinate with all associated ATC facilities, airport operators, customers and/or interested parties as appropriate.
 - (b) Resolve differences as appropriate
 - (c) Record all necessary ATC field facility actions and/or coordination on the APDG and/or AFD Checklist, Appendix 4.
 - (d) Submit the AFD package and a copy of the recorded ATC facility actions and/or coordination to System Support Group.
 - (e) Retain the original recorded ATC facility actions and/or coordination at least until the AFD information is published as requested.
 - (f) Track information as necessary until published as requested.
- (2) System Support Group must:
 - (a) Review the AFD package to assure that it is complete, correct and/or accurate.
 - (b) Assure that coordination has been effected with all associated ATC facilities, airport operators, customers, and/or interested parties as appropriate.
 - (c) Assure that differences have been resolved.
 - (d) Record all necessary System Support Group actions and/or coordination on the APDG and/or AFD Checklist, Appendix 4.
 - (e) Submit the AFD package to Aeronautical Information Management Group.
 - (f) Retain the original recorded System Support Group actions and/or coordination at least until the AFD information is published as requested.
 - (g) Track information as necessary until published as requested.

f. **Environmental Actions.** - Environmental actions must be processed in accordance with Order 1050.1, Order 5050.4, Order 7400.2, and/or current policy and procedures.

(1) The ATC facility processing an environmental action must:

- (a) Coordinate with all associated ATC facilities, Planning and Requirements Group, Business Services Group, customers, and/or interested parties as appropriate.
- (b) Resolve differences as appropriate.
- (c) Record all necessary ATC field facility actions and/or coordination.
- (d) Submit the associated environmental documents package (Noise Assessment, Air Traffic Initial Environmental Review, other documents as appropriate and graphic depiction) and a copy of the recorded ATC facility actions and/or coordination to System Support Group.
- (e) Retain the original recorded ATC facility actions and/or coordination at least until the procedure is published as requested. Retain all environmental documents (Noise Assessment, Air Traffic Initial Environmental Review, etc) for as long as the procedure is in use.
- (f) Track information as necessary until environmental actions are completed.

(2) System Support Group must:

- (a) Review the environmental documents package to assure that it is complete, correct and/or accurate.
- (b) Assure that coordination has been effected with all associated ATC facilities, Planning and Requirements Group, Business Services Group, other Service Centers (if needed), customers, and/or interested parties as appropriate.
- (c) Assure that differences have been resolved.
- (d) Record all necessary System Support Group actions and/or coordination.
- (e) Review and, if appropriate, concur with the Categorical Exclusion Declaration (CATEX), Order 7400.2, Appendix 6.
- (f) Retain the original recorded System Support Group actions and/or coordination at least until the procedure is published as requested. Retain all environmental documents (Noise Assessment, Air Traffic Initial Environmental Review, etc) for as long as the procedure is in use.
- (g) Track information as necessary until environmental actions are completed.

9. RESPONSIBILITIES.

a. The ATC facility Air Traffic Manager must assure:

(1) That all facility personnel involved in processing procedures are familiar with the provisions of this order.

(2) That all appropriate coordination has been affected with the HUB facility and the ATC facility having jurisdiction over the airspace of the published procedure.

b. The ATO Central Service Area System Support Group Manager must ensure that all ATO personnel involved in processing airspace and/or procedures are familiar with the provisions of this order.

(Original signed by)

Paul Sheridan
Area Director,
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ATO Central Service Area

(Original signed by)

Nancy Kort
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APPENDIX 1: DP and/or RNAV DP CHECKLIST

Name of Procedure: _____

	<u>DATE</u>	<u>NAME/INITIAL</u>
1. Terminal ATC Facility		
a. Evaluate Request	_____	_____
(1) Initiate Guidelines for the Design of Graphic Instrument Departure Procedures	_____	_____
(2) If RNAV DP, request reservation slot with System Support Group RNAV Coordinator (OEP Prioritization List)	_____	_____
(3) Utilize Order 8260.46	_____	_____
(a) Appendix 2	_____	_____
(b) Appendix 3	_____	_____
(4) Identify lead air carrier (if other than proponent)	_____	_____
(a) Assist in procedure design	_____	_____
(b) Check fly ability	_____	_____
(5) Coordinate with AJR (Traffic Management)	_____	_____
(6) Request coordination with the Regional Airspace Procedures Team (RAPT) through System Support Group	_____	_____
b. Environmental Review/Noise Screening	_____	_____
(1) Notify System Support Group	_____	_____
(2) Draw DP and/or RNAV DP on Sectional Chart	_____	_____
(3) Complete Noise Integrated Routing System (NIRS) Screening Tool (NST)	_____	_____

APPENDIX 1: DP and/or RNAV DP CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
(4) Complete Air Traffic Initial Environmental Review (Order 7400.2, Appendix 5)	_____	_____
(5) If appropriate, complete Categorical Exclusion Declaration (CATEX)(Order 7400.2, Appendix 6)	_____	_____
or		
If a CATEX is not appropriate, and, if the initial environmental review indicates that extraordinary circumstances or other reasons exist that have the potential for causing significant environmental impact, the facility will contact the System Support Group for further guidance	_____	_____
c. Safety Management System (SMS) Review		
(1) Review change per the provisions of the FAA SMS Manual; include input from the en route facility(s) if applicable	_____	_____
(2) Prepare Safety Risk Management Document (SRMD)	_____	_____
(3) Submit SRMD to System Support Group for review	_____	_____
d. Check for potential waiver requests (accomplish early in the process)	_____	_____
(1) Climb gradients, etc. (FPO through System Support Group)	_____	_____
(2) Procedural waivers through System Support Group, if necessary	_____	_____
e. Coordinate, as required, with other facilities that may be affected by the new procedure	_____	_____

APPENDIX 1: DP AND/OR RNAV DP CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
(1) Contact controlling en route center ATC facility. En route center ATC Facility will initiate their checklist below.	_____	_____
(2) Form a joint design team to develop implementation strategy:	_____	_____
(a) Management	_____	_____
(b) Automation, Planning and Requirements Group, Business Services Group	_____	_____
(c) Affected facilities	_____	_____
f. Develop/change/modify as required		
(1) Procedures	_____	_____
(2) Facility directives	_____	_____
(3) Airspace	_____	_____
(4) Video maps	_____	_____
(5) Automation (ensure Planning and Requirements Group and Business Services Group are both notified, accomplish early)	_____	_____
g. Coordinate with local System Support Center Manager and Planning and Requirements Group as needed (new equipment, facilities, etc.)	_____	_____
h. Complete the following forms:		
(1) 8260.46, Appendix 3	_____	_____
(2) TARGETS, 8260-15B and -15C	_____	_____
2. Overlying En Route Center ATC Facility (to be accomplished concurrently with 1 above)		

APPENDIX 1: DP and/or RNAV DP CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
a. Assist with environmental issues	_____	_____
b. Assist with SMS review	_____	_____
c. Participate in design team	_____	_____
(1) Management	_____	_____
(2) Automation (Planning and Requirements Group and Business Services Group)	_____	_____
(3) AJR (Traffic Management)	_____	_____
d. Develop/change/modify as required		
(1) Procedures	_____	_____
(2) Facility directives	_____	_____
(3) Airspace	_____	_____
(4) Video maps	_____	_____
(5) Automation (accomplish early)	_____	_____
(a) Ensure Planning and Requirements Group is notified	_____	_____
(b) Ensure Business Services Group is notified	_____	_____
e. Coordinate with adjacent ARTCC's as needed	_____	_____
3. Re-assemble design team, as needed, to review completed DP package and make modifications and/or corrections, as needed	_____	_____
4. Submit package to System Support Group, including	_____	_____

APPENDIX 1: DP and/or RNAV DP CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
a. DP checklist	_____	_____
b. Requested chart date	_____	_____
c. Environmental Documentation	_____	_____
d. Safety Risk Management Document	_____	_____
5. System Support Group		
a. Review submitted DP Package	_____	_____
b. Return the DP package to originating ATC facility for modifications, if not complete, correct, and/or accurate	_____	_____
c. If appropriate, approve Categorical Exclusion Declaration (CATEX)(Order 7400.2, Appendix 6)	_____	_____
or		
If a CATEX is not appropriate, coordinate further environmental review (i.e. an environmental assessment or an environmental impact statement)	_____	_____
d. Complete review of SRMD and coordinate with Safety Assurance Group, if required	_____	_____
e. Submit DP package to FTW-FPO/AVN and/or Aeronautical Information Management Group, as appropriate	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

Name of Procedure: _____

	<u>DATE</u>	<u>NAME/INITIAL</u>
1. Proponent		
a. Complete the responsibilities outlined in Order 7100.9, Paragraph 11	_____	_____
b. Submit the STAR Proposal		
(1) To the overlying ARTCC Facility and/or En Route Center Airspace/Plans and Procedures Office	_____	_____
(2) Other En Route and Terminal ATC Facilities, as needed	_____	_____
(3) Customers, if needed	_____	_____
(4) National Airspace Redesign Teams, if required	_____	_____
(5) Other interested parties	_____	_____
2. En Route Center ATC Facility and/or En Route Center Airspace Office		
a. Coordinate with System Support Group STAR Specialist	_____	_____
b. Coordinate with System Support Group Environmental Specialist	_____	_____
c. If RNAV STAR, request reservation slot with System Support Group RNAV Coordinator (OEP Prioritization List/RAPT Team)	_____	_____
d. Request coordination with the Regional Airspace Procedures Team (RAPT) through System Support Group	_____	_____
e. Organize STAR design team based on the scope of the project.	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
(1) Potential design team members:		
(a) Center Airspace/Plans and Programs representatives	_____	_____
(b) Terminal Airspace/Plans and Programs representatives	_____	_____
(c) Operational personnel	_____	_____
(d) Facility management	_____	_____
(e) Lead air carriers	_____	_____
(f) Air Transport Association	_____	_____
(g) Airport authority	_____	_____
(h) System Support Group representative	_____	_____
(i) FTW FPO representative	_____	_____
(j) Others as necessary	_____	_____
(2) Develop implementation plan to include, but not limited to:		
(a) Letters of Agreement	_____	_____
(b) Standard Operating Procedures	_____	_____
(c) Video maps	_____	_____
(d) Sector airspace changes	_____	_____
(e) Training	_____	_____
(f) Customer briefings	_____	_____
(g) Safety Management System	_____	_____
(h) Automation needs and changes	_____	_____
(i) Time lines	_____	_____
(j) Other items as necessary	_____	_____
f. In conjunction with the STAR design team, complete the responsibilities outlined in Order 1100.161, Chapter 3 and Order 7100.9, Paragraph 11		
(1) Determine operational feasibility	_____	_____
(2) If requested, provide feedback to proponent	_____	_____
(3) Coordinate with all affected ATC facilities, as needed	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
(4) TARGETS the proposal when available	_____	_____
(5) Coordinate with Planning and Requirements Group and Business Services Group	_____	_____
(6) Coordinate with customers, as needed	_____	_____
(7) Coordinate with National Airspace Redesign Teams, if required	_____	_____
(8) Coordinate with other interested parties as necessary	_____	_____
(9) Serve as focal for problem solving	_____	_____
(10) Complete Noise Integrated Routing System (NIRS) Screening Tool (NST)	_____	_____
(11) Complete Air Traffic Initial Environmental Review (Order 7400.2, Appendix 5)	_____	_____
(12) If appropriate, complete Categorical Exclusion Declaration (CATEX)(Order 7400.2, Appendix 6)	_____	_____
or		
If a CATEX is not appropriate, and if the initial environmental review indicates that extraordinary circumstances or other reasons exist that have the potential for causing significant environmental impact, the facility will contact the System Support Group for further guidance		
(13) Safety Management System (SMS) Review	_____	_____
(a) Review change per the provisions of the FAA SMS Manual; include input from the terminal facility(s), if applicable	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
(b) Prepare Safety Risk Management Document (SRMD)	_____	_____
(c) Submit SRMD to System Support Group for review	_____	_____
(14) Complete FAA Form 8260-2, Data Worksheet for new waypoints	_____	_____
(15) Depict STAR on a (VFR) Sectional Chart	_____	_____
(16) If applicable, retain associated environmental documents	_____	_____
g. Submit STAR package to System Support Group containing the following:	_____	_____
(1) STAR checklist	_____	_____
(2) Current FAA Form 7100-4 for conventional STAR and RNAV STAR	_____	_____
(3) Current FAA Form 7100-3 for RNAV STAR	_____	_____
(4) Current FAA Form 8260-2, Data Worksheet for new fixes/waypoints	_____	_____
(5) Current FAA Form 6050-4, Expanded Service Volume (if applicable)	_____	_____
(6) Environmental documents including		
(a) Air Traffic Initial Environmental Review (Order 7400.2, Appendix 5)	_____	_____
(b) If appropriate, Categorical Exclusion Declaration (CATEX)	_____	_____
(c) NIRS Screening Tool (NST)	_____	_____

APPENDIX 2: STAR and/or RNAV STAR CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
(d) Other environmental documents as appropriate	_____	_____
(7) Safety Risk Management Document	_____	_____
(8) STAR drawn on Sectional Chart	_____	_____
3. System Support Group		
a. Review submitted STAR package	_____	_____
b. Return the STAR package to the originating ATC facility for modification, if not complete, correct, and/or accurate	_____	_____
c. Complete the responsibilities outlined in FAA Order 7100.9, Paragraph 11	_____	_____
d. If appropriate, approve Categorical Exclusion Declaration (CATEX)	_____	_____
or		
If a CATEX is not appropriate, coordinate further environmental review (i.e. an environmental assessment or an environmental impact statement)	_____	_____
e. Complete review of SRMD and coordinate with Safety Assurance Group, if required	_____	_____
f. Submit the STAR package to FTW-FPO/ AVN and/or Aeronautical Information Management Group, as appropriate	_____	_____

APPENDIX 3: SIAP, RNAV SIAP, SATNAV, and/or CVAP CHECKLIST

Name of Procedure: _____

	<u>DATE</u>	<u>NAME/INITIAL</u>
1. ATC Facility		
a. Consider requests for SIAP's from proponents, customers, other ATC facilities, FAA Headquarters and Central Service Center, and/or interested parties as appropriate	_____	_____
b. Consider the following items:		
(1) Need/benefit	_____	_____
(2) Customers.	_____	_____
(3) Environmental issues	_____	_____
(4) Airspace changes	_____	_____
(5) Altitude	_____	_____
(6) Expanded service volume (ESV)	_____	_____
(7) Fix/waypoint names	_____	_____
(8) Holding	_____	_____
(9) Design types (legs, feeder routes, etc)	_____	_____
(10) Communication needs	_____	_____
(11) Equipment needs	_____	_____
(12) Video maps	_____	_____
(13) Waivers	_____	_____
(14) Legal ramifications/procedures	_____	_____
(15) FAA Safety Management System	_____	_____
(16) Letters of Agreement	_____	_____

APPENDIX 3: SIAP, RNAV SIAP, SATNAV and/or CVAP CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
(17) Standard operating procedures	_____	_____
(18) Training	_____	_____
(19) Customer briefings	_____	_____
(20) Automation needs and changes	_____	_____
(21) Time lines	_____	_____
(22) Publication date	_____	_____
(23) Other items, as necessary	_____	_____
c. Coordinate with		
(1) All affected ATC facilities		
(2) System Support Group for	_____	_____
(a) Operational issues, as appropriate	_____	_____
(b) Environmental issues, as appropriate	_____	_____
(c) Safety Risk Management Document	_____	_____
(3) Planning and Requirements Group, as appropriate	_____	_____
(4) Business Services Group, as appropriate	_____	_____
(5) Airport operator for operational and environmental issues, as appropriate	_____	_____
(6) Customers and interested parties, as appropriate	_____	_____
(7) System Support Group RNAV/SATNAV specialist	_____	_____

APPENDIX 3: SIAP, RNAV SIAP, SATNAV and/or CVAP CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
(8) Request coordination with Regional Airspace Procedures Team (RAPT) through System Support Group	_____	_____
d. Submit the SIAP package to System Support Group, containing the SIAP checklist	_____	_____
2. System Support Group		
a. Review submitted SIAP package	_____	_____
b. Return the SIAP package to the originating ATC facility for modification, if not complete, correct, and/or accurate	_____	_____
c. Complete review of SRMD and coordinate with Safety Assurance Group, if required	_____	_____
d. Submit the SIAP package to FTW FPO/ AVN and/or Aeronautical Information Management Group, as appropriate	_____	_____

APPENDIX 4: APDG and/or AFD CHECKLIST

Name of Procedure/Item: _____

	<u>DATE</u>	<u>NAME/INITIAL</u>
1. ATC Facility		
a. Consider APDG/AFD requests from airport operators, customers, other ATC facilities, and/or interested parties, as appropriate	_____	_____
b. Solicit written concurrence from airport operator for items that are within its jurisdiction (i.e., airport diagrams, runways, taxiways, airport lighting, ramp areas, etc.)	_____	_____
c. Develop a written request that:		
(1) Is signed by the facility Air Traffic Manager	_____	_____
(2) Clearly identifies the item/items that need to be addressed	_____	_____
(3) Provides detailed written information on the following, as appropriate		
(a) Publication name/section	_____	_____
(b) Procedure name	_____	_____
(c) City/Airport name	_____	_____
(d) Location identifiers	_____	_____
(e) Airport location	_____	_____
(f) Time conversions	_____	_____
(g) Geographic positions of airport, airport reference point (ARP)	_____	_____
(h) Charts	_____	_____
(i) Instrument approach procedures	_____	_____
(j) Airport diagrams/airport sketches	_____	_____
(k) Elevation	_____	_____
(l) Control tower	_____	_____
(m) Rotating beacon	_____	_____
(n) Servicing/fuel/oxygen	_____	_____
(o) Traffic pattern altitude	_____	_____

APPENDIX 4: APDG and/or AFD CHECKLIST

	<u>DATE</u>	<u>NAME/INITIAL</u>
(p) Airport of entry, landing rights and customs user fee airports		
(q) Runway data		
(r) Airport remarks		
(s) Weather data sources		
(t) Communication		
(u) NOTAM service		
(v) Airspace		
(w) Radio aids to navigation		
(4) Provides graphic information on the following, as appropriate:		
(a) Airport diagrams/charts		
(b) Runways		
(c) Taxiways		
(d) Ramp areas		
(e) Control tower		
(f) Rotating beacon		
d. Submit the APDG/AFD package to System Support Group, containing the written information, graphic information, and the APDG/AFD Checklist		
2. System Support Group		
a. Review the submitted APDG/AFD package		
b. Return the procedure package to the originating ATC facility for modification if not complete, correct, and/or accurate		
c. Submit the procedure package to FTW FPO/AVN, and/or Aeronautical Information Management Group, as appropriate		